

Matt Blunt
Governor



Michael N. Keathley
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Division of Accounting
570 Truman Building, 301 West High Street
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
INTERNET: <http://www.oa.mo.gov/acct>
E-MAIL: acctmail@mail.mo.gov

Thomas J. Sadowski
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Division of Accounting
DATE: March 13, 2007
RE: Conversion to New Check Layout and Stock

We estimate that effective May 1, 2007, we will be using the new (two-tone) check stock and single check layout. The May 1 date is based on an analysis of both the rate of check usage and the remaining check stock. This is only an estimate and may change if there are significant changes in check usage.

Since the single check layout required check information to be repositioned, it is necessary to obtain different envelopes to accommodate these changes. We recommend the following envelope specifications for vendor and payroll checks. These specifications correspond to form number MO 300-1807 (3-07) for the Office of Administration, Division of Accounting.

NEW Envelope

Size: 3 5/8" x 8 5/8"
Window: 1 5/16" x 3 7/8"
Position of Window: 1 3/16" from bottom and 3/4" from left

OLD Envelope

Size: 3 5/8" x 8 5/8"
Window: 1" x 3 1/2"
Position of Window: 1 1/4" from bottom and 1" from left

If you have any questions, please have your Agency Customer Service Coordinator contact OA/Accounting at (573) 522-6000.